

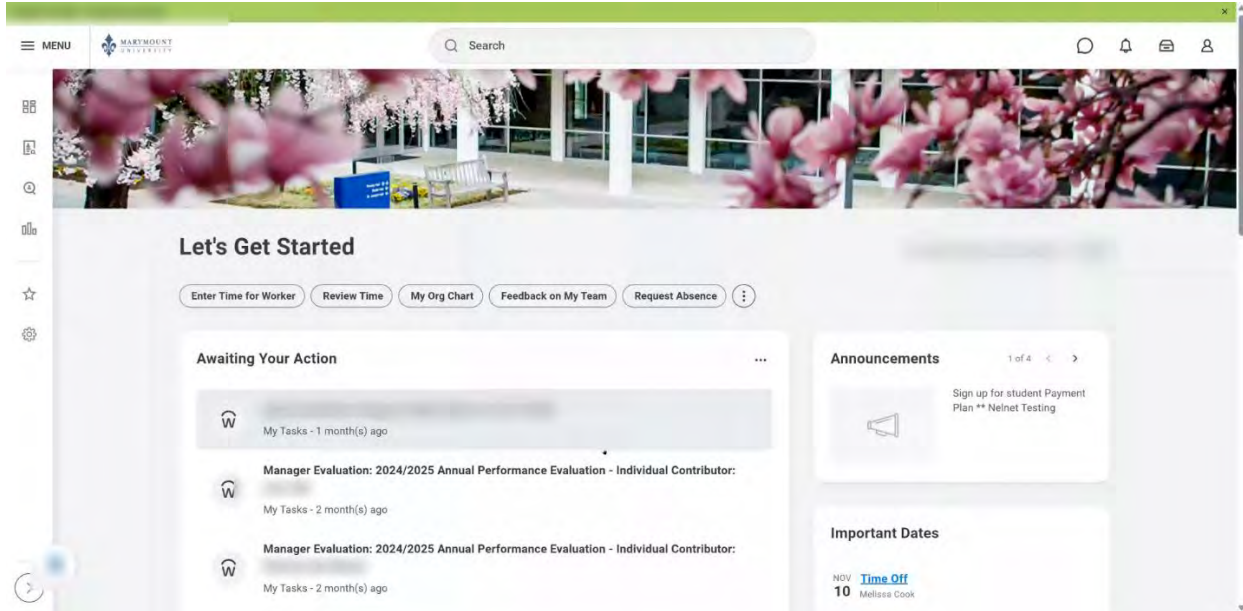
NEW - Complete a Payment in Workday thru Campus Commerce



This tutorial guides you through making a payment through Workday with the new payment processor Campus Commerce.

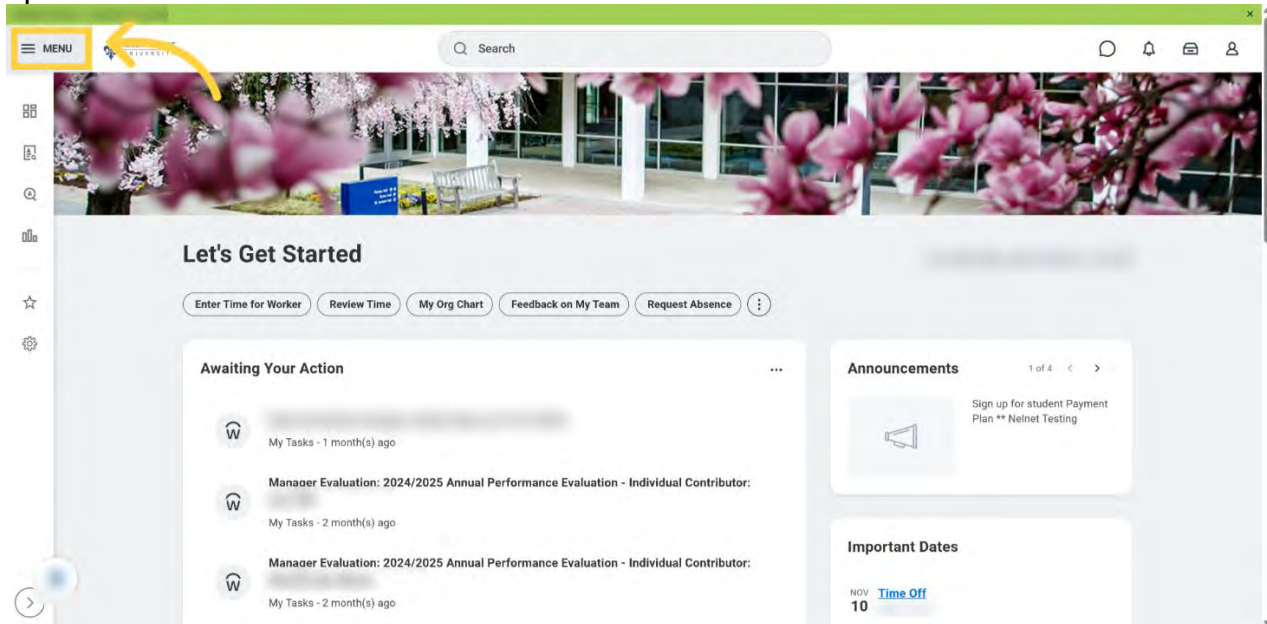
1. Introduction

You will learn how to navigate the system, enter required information, and complete your payment plan setup. Log into your Workday account via the sso.marymount.edu site.



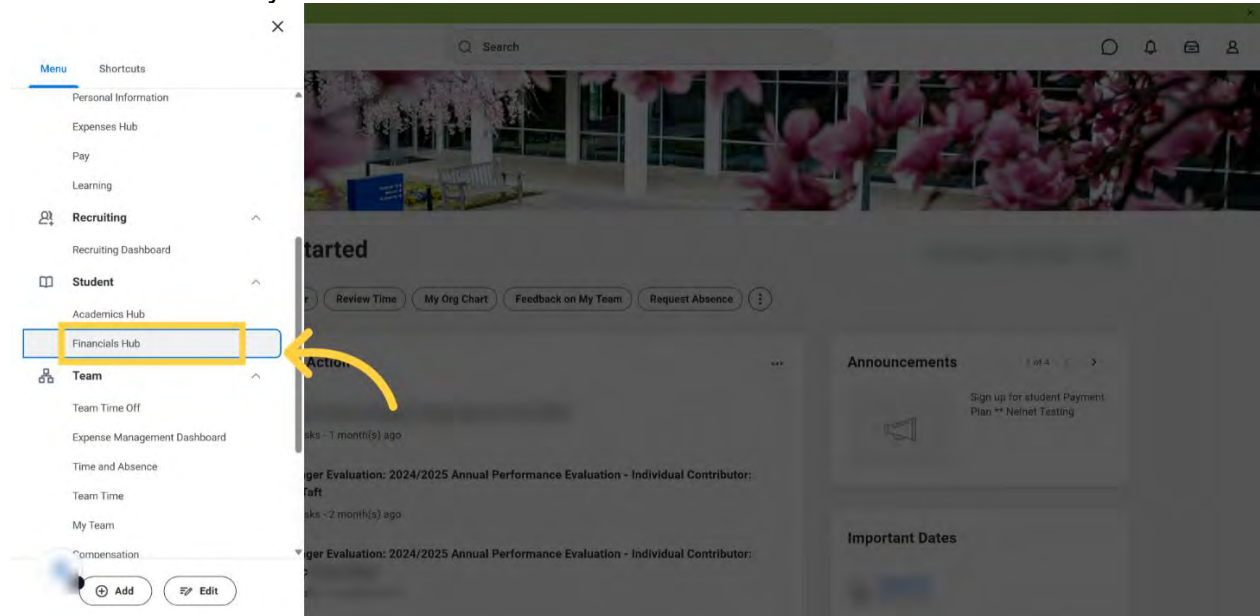
2. Open Main Menu

From the main Workday menu, click the MENU icon to access the main navigation options.



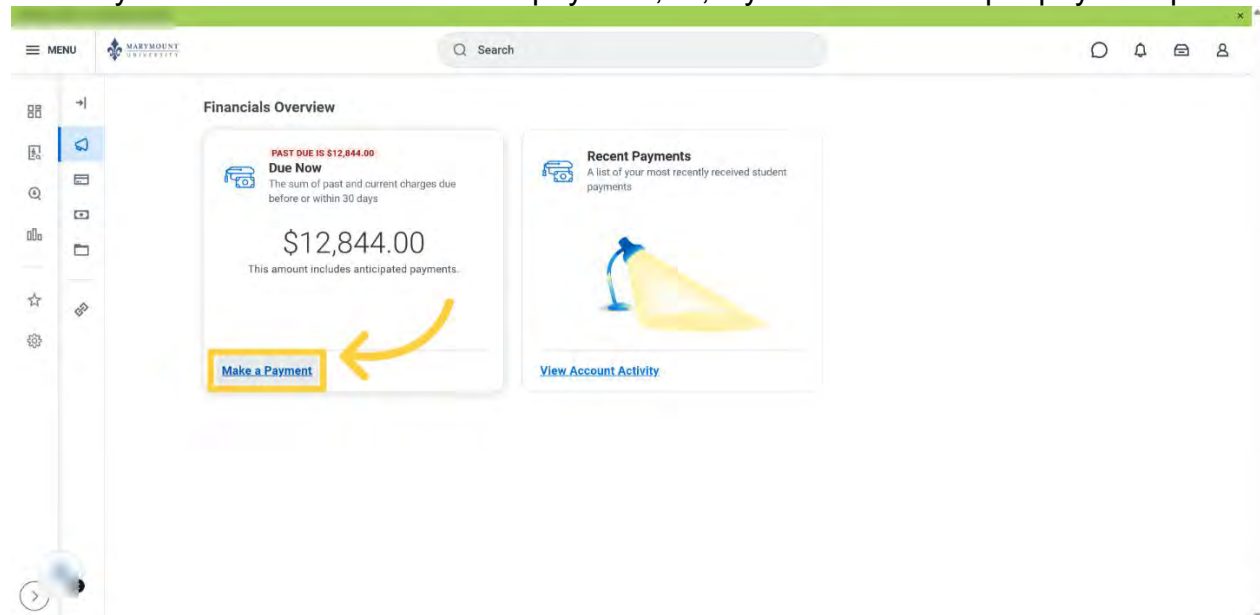
3. Access Financials Hub

Scroll down and click on the Financials Hub to open the student financial management section of Workday.



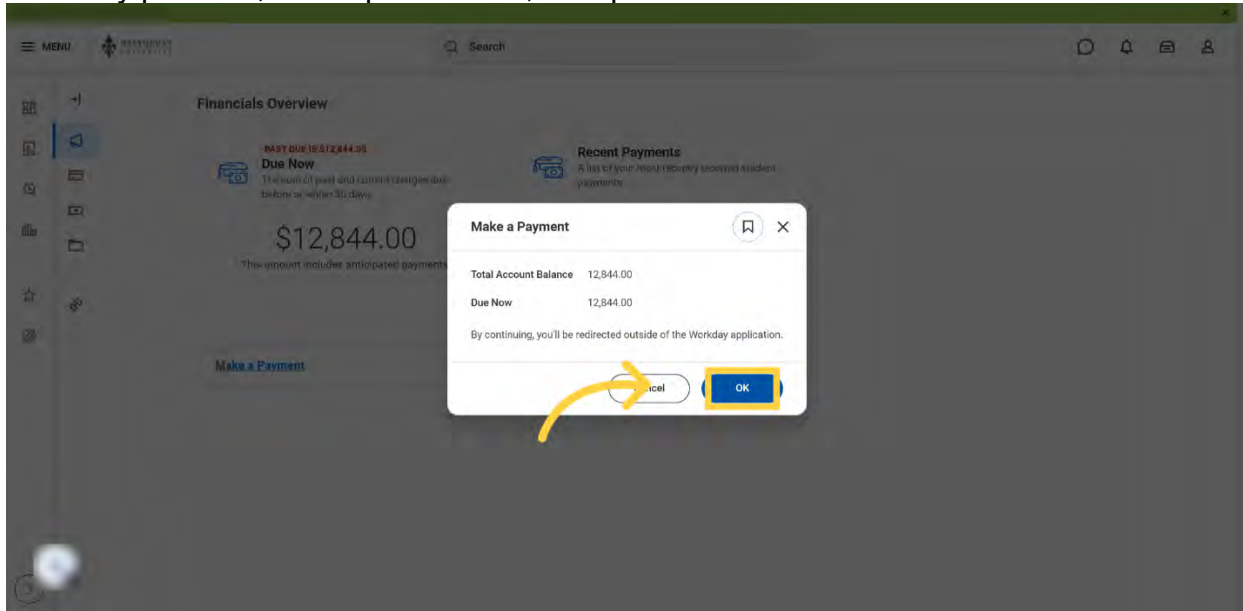
4. Select Make a Payment

Click the Make a Payment button to begin the payment process. This button will be used if you want to make a one time payment, or, if you want to set up a payment plan.



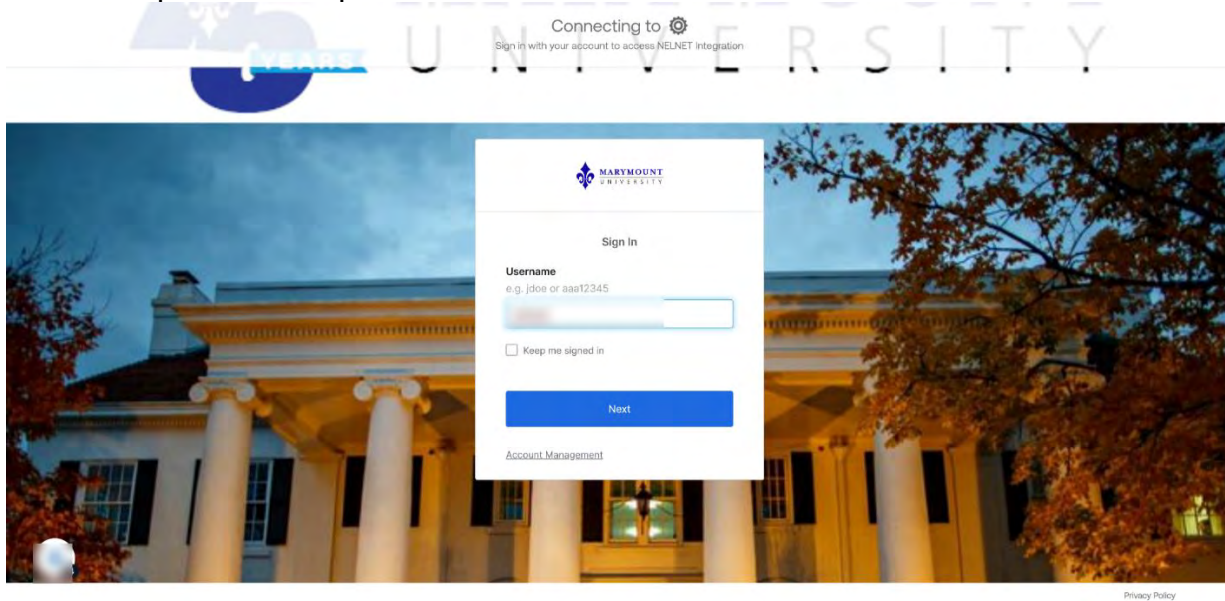
5. Confirm Payment Action

Click OK to confirm your intent to make a payment. This will redirect you out of the Workday platform, to our partner site, Campus Commerce.



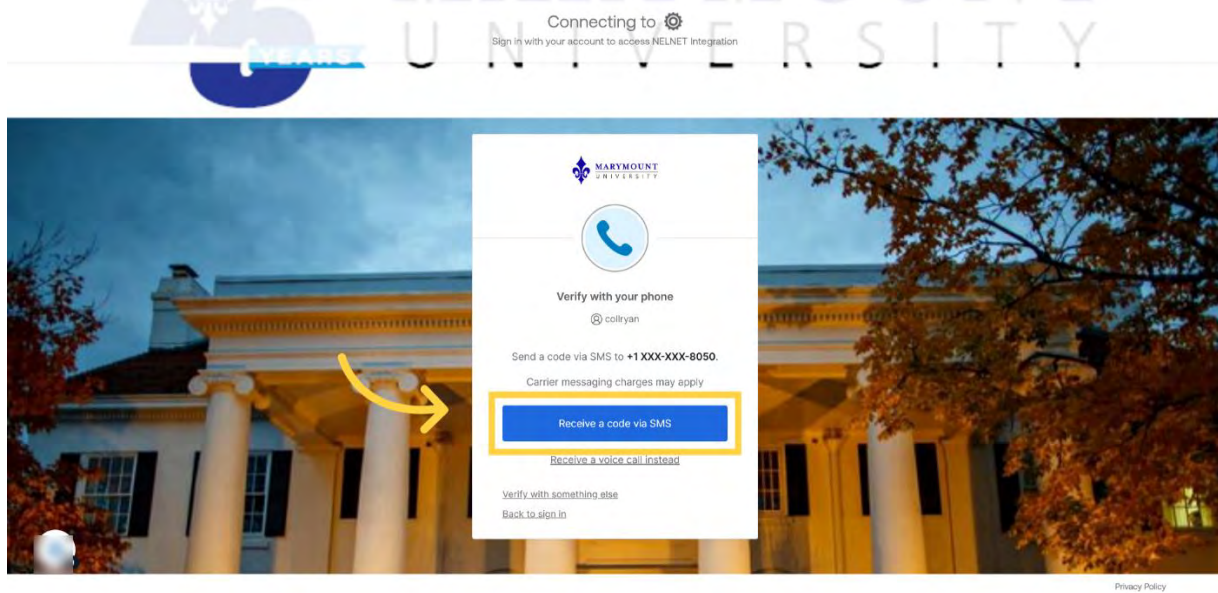
6. Switch To Okta Portal

The first time you try to access the payment partners website from within Workday, you may be asked to reauthenticate using Okta. Enter your Marymount University user name and password to proceed.



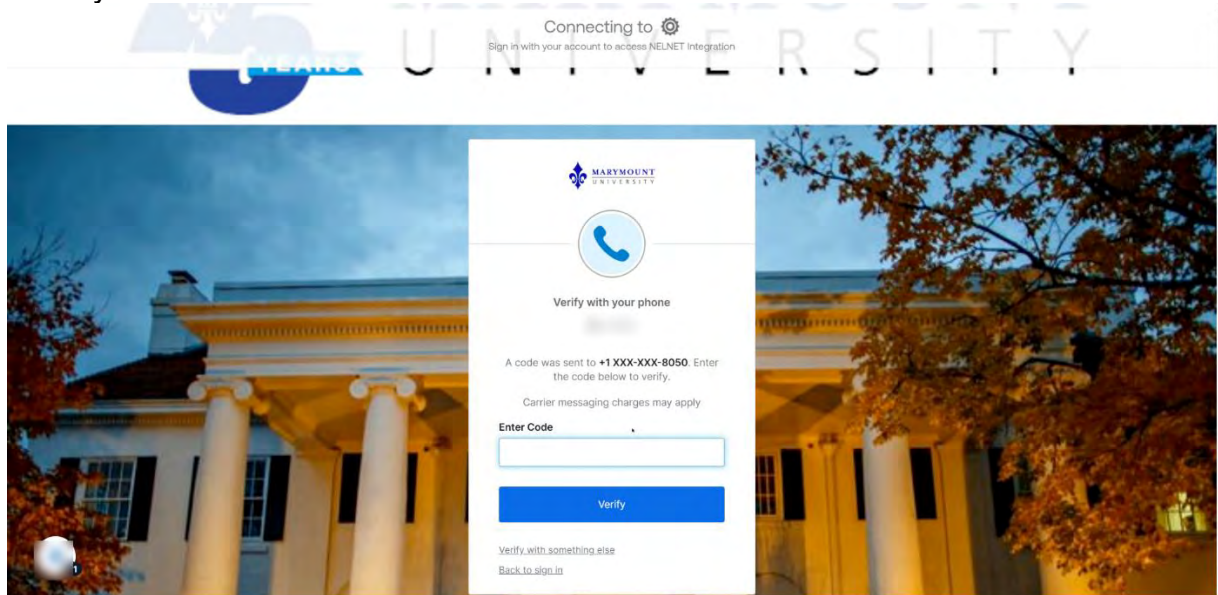
7. Choose SMS Code Delivery

Click Receive a code via SMS to get your verification code.



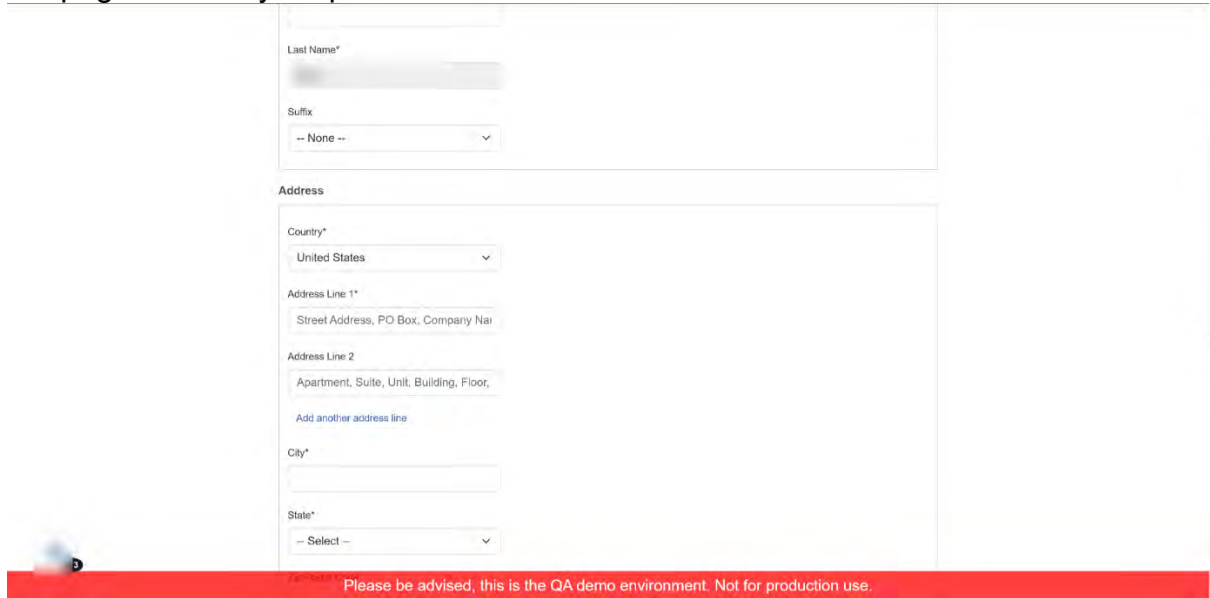
8. Enter SMS Code Part

Enter your SMS verification code.



9. Switch To Campus Commerce

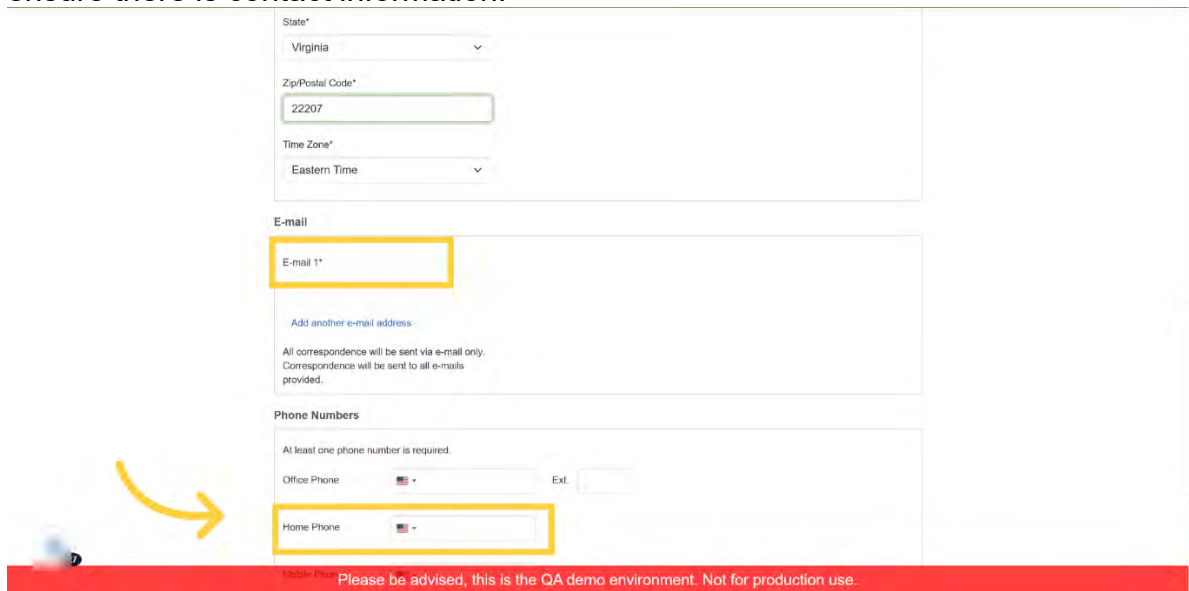
Once authenticated, you will be switched to the Campus Commerce site to continue making a payment. The first time you use Campus Commerce, you will be asked to set up your account. Your first and last name will auto populate on the screen. Scroll down the page to enter your personal address information.



The screenshot shows a form for entering address information. The form is divided into two main sections: 'Last Name' and 'Address'. The 'Last Name' section includes a text input field with a greyed-out value, a 'Suffix' dropdown menu set to '-- None --', and a 'Country*' dropdown menu set to 'United States'. The 'Address' section includes an 'Address Line 1*' text input field with a placeholder 'Street Address, PO Box, Company Name', an 'Address Line 2' text input field with a placeholder 'Apartment, Suite, Unit, Building, Floor', and a link 'Add another address line'. Below these are 'City*', 'State*', and a 'State*' dropdown menu set to '-- Select --'. A red banner at the bottom of the form contains the text: 'Please be advised, this is the QA demo environment. Not for production use.'

10. Enter email and phone numbers

Scroll down and enter your primary email address and at least one phone number, to ensure there is contact information.



The screenshot shows a form for entering email and phone numbers. The form is divided into three main sections: 'State*', 'E-mail', and 'Phone Numbers'. The 'State*' section includes a 'State*' dropdown menu set to 'Virginia', a 'Zip/Postal Code*' text input field with the value '22207', and a 'Time Zone*' dropdown menu set to 'Eastern Time'. The 'E-mail' section includes an 'E-mail 1*' text input field highlighted with a yellow box, a link 'Add another e-mail address', and a note: 'All correspondence will be sent via e-mail only. Correspondence will be sent to all e-mails provided.' The 'Phone Numbers' section includes a note: 'At least one phone number is required.', an 'Office Phone' text input field with a US flag icon and an 'Ext.' text input field, and a 'Home Phone' text input field highlighted with a yellow box and a US flag icon. A yellow arrow points to the 'Home Phone' field. A red banner at the bottom of the form contains the text: 'Please be advised, this is the QA demo environment. Not for production use.'

11. Click Next Button

Click Next to proceed with creating your account with Campus Commerce. You will not need to enter this personal information the next time you login.

E-mail 1*

[Add another e-mail address](#)

All correspondence will be sent via e-mail only.
Correspondence will be sent to all e-mails provided.

Phone Numbers

At least one phone number is required.

Office Phone Ext.

Home Phone

Mobile Phone

Applies to US residents only.

I certify that I am the subscriber to the provided cellular or other wireless number. To stay informed and receive the best service, I authorize Nelnet and its representatives and agents to contact me regarding my account at any current and future numbers that I provide for my cellular telephone or other wireless device using automatic dialing systems, artificial or prerecorded messages, and/or SMS text messages. I understand that standard message and data rates may be charged by my service provider(s). By saving a phone number, you agree to such contact related to your account.

[Next](#)

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Please be advised, this is the QA demo environment. Not for production use.

12. Finale steps to create your new account

Enter a four digit pin or security code as requested. You need to remember this code for future logins to the payment system. Continue filling out the form, choosing two security questions and answers. Again, you will need to remember this information for future logins to the payment system.

Create Account

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*

Telephone ID Question 1*

Question 1 Answer*

Telephone ID Question 2*

Question 2 Answer*

[Submit](#) [Back](#)

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13. Submit Security Information

Click Submit to save your security questions and answers.

Create Account

Online Account Profile

Required fields are marked with a *

Phone Authentication

This information will be used to validate your identity when making inquiries by telephone. Choose information you will easily remember.

4-Digit PIN*
1212

Telephone ID Question 1*
What is your oldest sibling's middle name?

Question 1 Answer*
John

Telephone ID Question 2*
What was the name of your first pet?

Question 2 Answer*
Candy

[Submit](#) [Back](#)

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14. Initiate Payment Process

The main Campus Commerce screen displays your charges for the semester in real time. Your total charges can change if new charges or charge adjustments are made during the payment period. Click Make a Payment to start entering your payment information.

MARYMOUNT UNIVERSITY

Customer Service | Sign Out

Hello Colleen

Payment Activity [View Details](#)

Current Balance
\$12,744.00 [Balance Details](#)

[Make a Payment](#)

Current Charges AMOUNT DUE
\$12,744.00

[Set up a Payment Plan](#)

Register to receive text services on your mobile phone.
Want to allow a friend or family member to pay toward your balance?
Add an Authorized Party.

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15. Select Student Account Balance

Click the student account balance for Fall 2025, to view balance information. You can enter the total balance or enter a custom amount for payment.

The screenshot shows the 'Make A Payment' interface. At the top, there are three steps: 1. Select A Payment, 2. Payment Method, and 3. Receipt. Below the steps, there is a section for 'Select Accounts to Pay' with a table. The table has four columns: ACCOUNT, TERM, CURRENT BALANCE, and PAYMENT AMOUNT. The first row is 'Student Account Balance' with a current balance of \$12,744.00. The 'PAYMENT AMOUNT' column has a text input field with '\$ Enter Amount'. A yellow box highlights the 'Student Account Balance' row, and another yellow box highlights the 'Payment Amount' input field. A yellow arrow points from the 'Student Account Balance' row to the 'Payment Amount' field. Below the table, there is a section for '\$12,744.00 Eligible for Payment Plan' with a 'Set up a Payment Plan' link. At the bottom, there is a 'PAYMENT AMOUNT \$0.00' and a 'Next - Payment Method' button. The page footer includes 'Customer Service', 'Terms of Use', 'Privacy Policy', and '© 2025 Nelnet, Inc. and Affiliates. All Rights Reserved.'

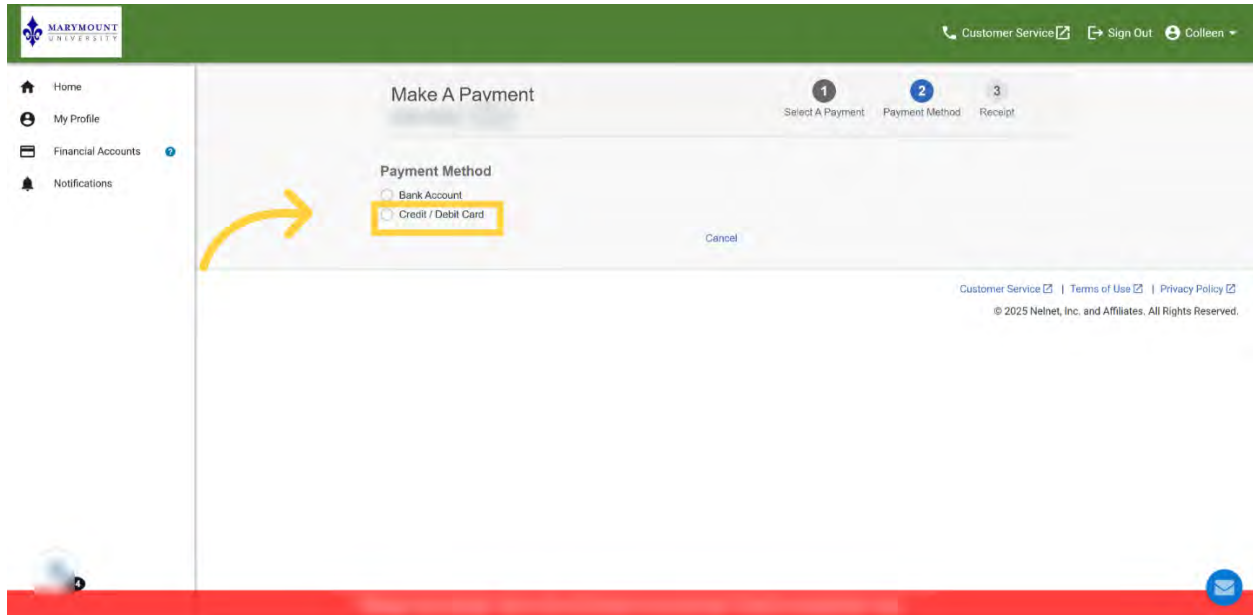
16. Proceed To Payment Method

Click Next - Payment Method to continue to selecting your payment option.

The screenshot shows the 'Make A Payment' interface. At the top, there are three steps: 1. Select A Payment, 2. Payment Method, and 3. Receipt. Below the steps, there is a section for 'Select Accounts to Pay' with a table. The table has four columns: ACCOUNT, TERM, CURRENT BALANCE, and PAYMENT AMOUNT. The first row is 'Student Account Balance' with a current balance of \$12,744.00. The 'PAYMENT AMOUNT' column has a text input field with '\$ 744.00'. A yellow box highlights the 'Student Account Balance' row, and another yellow box highlights the 'Payment Amount' input field. A yellow arrow points from the 'Next - Payment Method' button to the 'Payment Amount' field. Below the table, there is a section for '\$12,744.00 Eligible for Payment Plan' with a 'Set up a Payment Plan' link. At the bottom, there is a 'PAYMENT AMOUNT \$12,744.00' and a 'Next - Payment Method' button. The page footer includes 'Customer Service', 'Terms of Use', 'Privacy Policy', and '© 2025 Nelnet, Inc. and Affiliates. All Rights Reserved.'

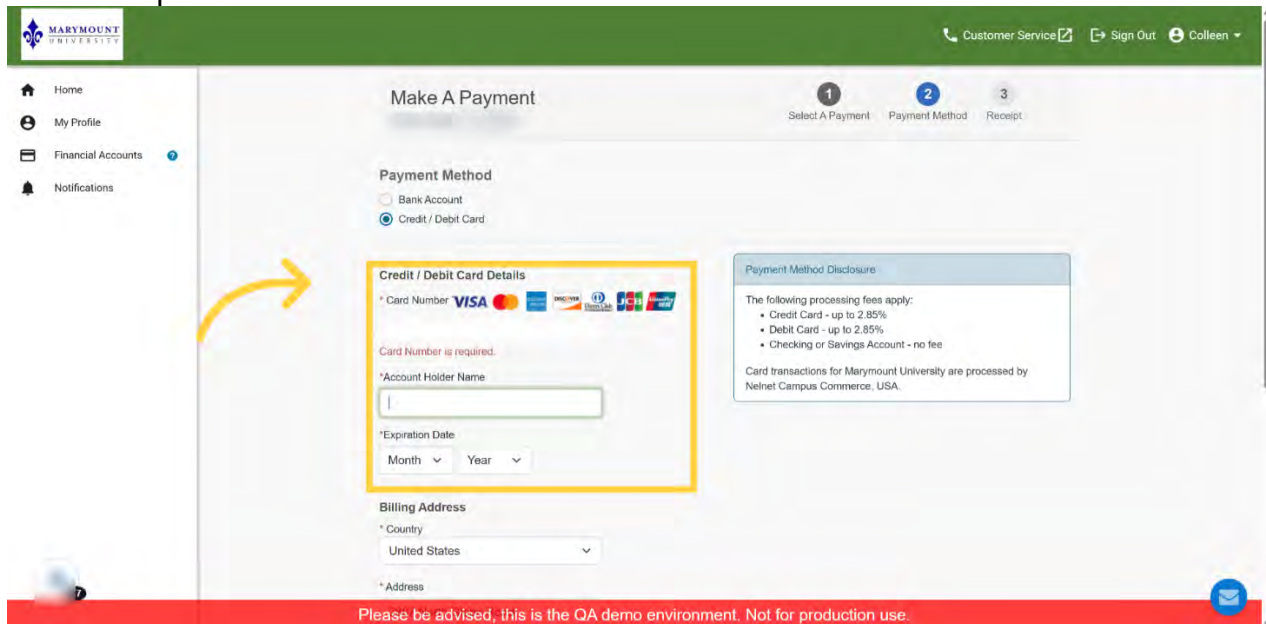
17. Choose Payment Type

You can make a payment with a personal bank account or with a Credit / Debit Card. Select your payment method here. In this example, we will make a payment with a credit/debit card.



18. Open Card Number Field

Click the fields to enter your credit or debit card number, card named account holder and the expiration date.



19. Turn On Save Card Feature

Scroll down the screen to see your billing information. Update the information if you need to. Enable the option to save your card information for future payments. Then click on the SAVE and CONTINUE button.

Expiration Date
01 2026

Billing Address
* Country
United States

* Address
2807 North Glebe Road
Apt., Suite, Bldg. (optional)

Add Another Line

* City * State
Arlington Virginia

Zip / Postal Code
22207

Save credit / debit card to Financial Accounts for future use?

By providing this account information, you confirm that you are an authorized signer on this account.

Cancel **Save & Continue**

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20. Pay Now

The system will calculate the service fee due based on your payment method. Review the payment amount and service fee amount and click on the PAY NOW button to proceed.

Payment Method
ending in 1111
or Add a New Account

Payment Method Disclosure
The following processing fees apply:
• Credit Card - up to 2.85%
• Debit Card - up to 2.85%
• Checking or Savings Account - no fee
Card transactions for Marymount University are processed by Nelnet Campus Commerce, USA.

Total Amount
Institution Amount \$744.00
Service Fee \$21.20
Total \$765.20

A transaction receipt will be sent to: TestAccount1@factsmgt.com. Add another e-mail address

Authorization
By clicking the Pay Now button, you authorize Nelnet on behalf of Marymount University to process this payment from the financial account identified above.
This is an immediate payment and cannot be canceled.

Cancel **Pay \$765.20 Now**

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21. Print and Return to Home

Click on the PRINT button to obtain a copy of your payment receipt. When complete, Click on the Proceed to Home button to be returned to the main page for Campus Commerce.

Thank You
Your payment for \$765.20 has been authorized and submitted.
A transaction receipt was sent to TestAccount1@factsmgt.com.

[Print](#)

[Proceed to Home](#)

Summary	
Institution	Marymount University
Customer	Colleen Ryan
Student ID	
Payment Date	
Account Holder Name	CMRyan
Account	Mastercard - 1111
Institution Payment Amount	\$744.00
Service Fee	\$21.20
Total Payment	\$765.20

This is an immediate one-time payment and cannot be canceled. If you have any questions, contact Netnet at (800)609-8056.

Authorization ▾

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22. Return to Workday

Click on the SIGN OUT icon, to be returned to the Financial Hub page within Workday.

[Customer Service](#) [Sign Out](#) Colleen ▾

Home
My Profile
Financial Accounts
Notifications

Hello [Name]

Payment Activity [View Details](#)

Current Balance
\$12,000.00 [Balance Details](#)

[Make a Payment](#)

AMOUNT DUE
\$12,000.00

Payment Plan (101 185 630) [Actions](#)
Plan owned by Colleen Ryan [Update Financial Account](#)

[My Profile](#)
[Financial Accounts](#)
[Español](#)

[Register to receive text services on your mobile phone.](#)

[My Account - 1234](#)

[Want to allow a friend or family member to pay toward your balance? Add an Authorized Party.](#)

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You have successfully completed a payment using Campus Commerce through Workday. Verify your payment details in your Workday account dashboard to ensure everything is processed correctly. For further assistance, please contact the Student Accounts team at saccount@marymount.edu.